

# Critical Life Skills

**Career and Technical Education (CTE) prepares students for life-long learning.**

To accomplish this goal the department has identified Critical Life Skills that learners acquire during their academic pursuits.

The Critical Life Skills are vital for occupational and personal success in today's world.

**Career and Technical Education graduates can:**

- communicate effectively
- problem-solve
- interact with others effectively
- cope with change
- perform with self sufficiency

A successful future in the job market depends upon having these skills.

These Critical Life Skills are integrated throughout all CTE programs in

- course work
- extra curricular activities
- leadership roles
- other learning opportunities

Students learn, apply, and transfer these Critical Life Skills. Advisors and counselors have additional information on how to develop a plan for success.

## Career and Technical Education Team Mission Statement

To empower people with the knowledge and skills necessary for career development and life success in a technological and global society.

### ***What is Career and Technical Education?***

Career and Technical Education focuses on exploration of the self in relation to the world of careers and productive citizenship.

Through Career and Technical Education, students experience rigorous and challenging classroom instruction linked to relevant, structured, real-world experiences. Students learn from educators and business and industry leaders what is expected from them in the workplace and they see how classroom learning applies directly to their future adult roles as family members, workers, and citizens. They are provided multiple opportunities to assess their interests, work behaviors, and aptitudes. They are introduced to a variety of career options and learn the level of skills and education required for those careers. In short, students leave schools better prepared for and are more focused about their future and education choices.

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### **Visit our Web Site:**

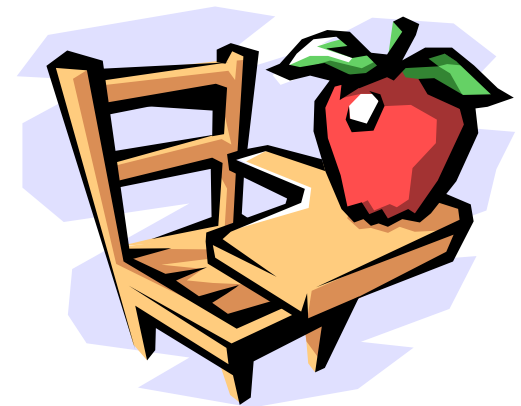
[www.dpi.wi.gov/cte](http://www.dpi.wi.gov/cte)

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# Career & Technical Education

## Helping students develop a perfect fit



Wisconsin Department of Public Instruction

# Critical Life Skills

## Communication Skills

Use reading, writing and verbal skills to organize and communicate ideas and information in personal and group settings.

- **Grammar**  
Use the basic mechanics of standard written English, such as spelling, punctuation, and grammar.
- **Writing**  
Use written communication appropriate to the situation to express ideas, needs and concerns clearly, concisely and accurately.
- **Interpersonal Communication**  
Communicate in interpersonal or small group settings, such as classes, meetings, etc.
- **Public Communication**  
Communicate in a formal public setting.
- **Reading**  
Read critically and analytically.

## Analytical Skills

Use numerical and mathematical concepts, logical reasoning, principles of science/technology, information analysis and ethical reasoning to make effective decisions and solve problems.

- **Problem Solving**  
Demonstrate effective problem-solving skills.
- **Critical Thinking**  
Apply the techniques of analytical thinking and effective decision-making.

- **Science and Technology**

Apply principles of science and use technology appropriate to occupations.

- **Professional and Personal Ethics**

Apply a collection of generally accepted ethical standards for “right conduct” in both personal and professional areas.

- **Mathematics**

Demonstrate numerical and logical reasoning and apply mathematical concepts in occupational and personal settings.

- **Information Seeking**

Identify and fulfill information needs.

## Group Effectiveness Skills

Apply social interaction skills to develop positive relationships and to work effectively with family, community groups, and co-workers.

- **Conflict Resolution**

Apply effective techniques to resolve Interpersonal conflict

- **Social Responsibility and Effective Citizenship**

Demonstrate awareness of the social and global environment by making informed decisions for effective participation in the community.

- **Teamwork**

Work effectively and cooperatively in a group setting.

- **Value Diversity**

Value differences among people.

- **Effective Relationships**

Develop positive relationships with family members, co-workers, friends, and others.

## Personal Management Skills

Develop self-sufficiency and responsibility for effectiveness in personal and occupational life.

- **Career Development**

Make career choices appropriate to current personal needs and to the changing nature of the labor market.

- **Career Securing**

Demonstrate effective job search skills.

- **Study Skills**

Use effective study skills in order to master course content.

- **Stress Management**

Manage stress in appropriate ways.

- **Coping with Change**

Understand and manage change appropriately.

- **Time Management**

Organize activities to accomplish desired tasks in the time available.

- **Self-Concept**

Evaluate one's self-concept in regards to self-esteem, values, attitudes, interests, goals, strengths and weaknesses.

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**Success is a perfect fit.**